<u>Repatriation - Roles and Responsibilities</u>

<u>Definition of Repatriation</u>:

Repatriation is a transfer of a baby who is clinically suitable for either admission to a unit to bring them closer to home or for on-going care and includes any surgical baby.

<u>Unit's Responsibility</u>

1. On a daily basis and up to 3 times a day complete the cot bureau section in BadgerNet and/or send the Cot Notification Form (Appendix B) or SITREP to designated email account scn-tr.y_hneoncots@nhs.net
2. If there is a significant change in the cot status i.e full to capacity/high acuity and therefore unable to take admissions, ensure cot bureau is updated and inform Embrace by telephone.
3. If there are going to be temporary cot closures for a period of time i.e. due to long term staffing issues please send the temporary cot closure form (appendix C) to the above email address and also inform Embrace by telephone.
4. Be familiar with the Repatriation Flow Chart (Appendix A), the process and be aware of expected repatriation timings.
5. Have a process in place to escalate internally, ensure staff are familiar with the process and know when to escalate. Follow the Repatriation Flow Chart.
6. Throughout the repatriation process, any change in the baby's condition must be identified to Embrace.

<u>Embrace Responsibility</u>

1. Continue cot ring round 3 times a day and check status for accepting transfers.
2. On the cot ring round, if the unit is full and cannot take admissions/repatriations, the call handler will prompt them to inform the ODN via cot bureau on BadgerNet or the Cot Notification Form/SITREP to designated email account scn-tr.y_hneoncots@nhs.net
3. Embrace will send the Cot Notification Form up to 3 times a day to the designated email address scn-tr.y_hneoncots@nhs.net and will contact the Lead Nurse when any specific issues arise with repatriation.   The Embrace Form will contain the following information:
   a) Unable to repatriate infant within 48 hours – Embrace number, gestation and respiratory status, names of receiving and referring unit's.
   b) All units open/closed or discuss status
   c) Repatriation - If Embrace is unable to transfer and 48 hours are breached but a bed is available and no other method of transfer is taken (see Repatriation Flow Chart) Embrace to Inform ODN Lead Nurses.
4. Embrace will send a weekly ODN Neonatal Repatriation Exception Report to the ODN.

ODN Responsibility

ODN Lead Nurse's responsibilities:

1. Check notification weekdays
2. When issue arises/or notified – telephone or go into Embrace to establish correct information.
   a) Identify issue.
   b) Check cot bureau and/or unit notification form(s)/SITREP
   c) Repatriation pending
   d) Telephone relevant unit(s) for clarification
   e) Ensure unit has escalated internally
   f) Feedback to Embrace reasons for capacity issues and offer solution if able
   g) Follow surge and escalation matrix

Appendices

Appendix A - Repatriation Flow Chart
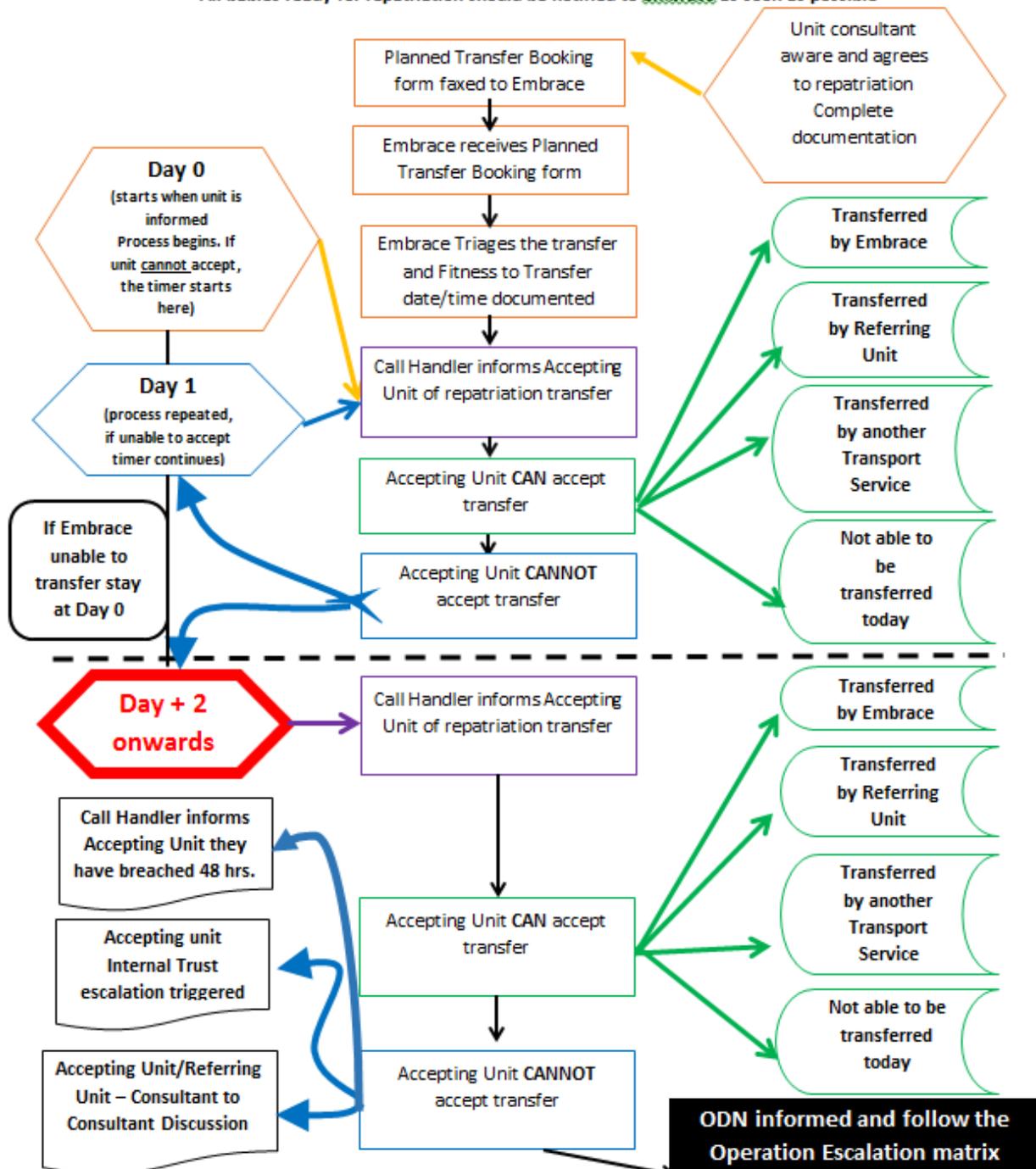Appendix B - Cot Notification Form
Appendix C - Temporary Cot Closure Form

Appendix A - Repatriation Flow Chart

NHS

REPATRIATION FLOW CHART

All units deemed to be open unless officially closed (Network informed)

All babies ready for repatriation should be notified to Embrace as soon as possible

Unit consultant aware and agrees to repatriation Complete documentation

Planned Transfer Booking form faxed to Embrace

Embrace receives Planned Transfer Booking form

Day 0
(starts when unit is informed Process begins. If unit *cannot* accept, the timer starts here)

Embrace Triages the transfer and Fitness to Transfer date/time documented

Day 1
(process repeated, if unable to accept timer continues)

Call Handler informs Accepting Unit of repatriation transfer

If Embrace unable to transfer stay at Day 0

Accepting Unit **CAN** accept transfer

Accepting Unit **CANNOT** accept transfer

Transferred by Embrace

Transferred by Referring Unit

Transferred by another Transport Service

Not able to be transferred today

Day + 2 onwards

Call Handler informs Accepting Unit of repatriation transfer

Call Handler informs Accepting Unit they have breached 48 hrs.

Accepting unit Internal Trust escalation triggered

Accepting Unit/Referring Unit – Consultant to Consultant Discussion

Accepting Unit **CAN** accept transfer

Accepting Unit **CANNOT** accept transfer

Transferred by Embrace

Transferred by Referring Unit

Transferred by another Transport Service

Not able to be transferred today

ODN informed and follow the Operation Escalation matrix

Appendix B - Cot Notification Form

Cot Availability

Unit name: -

Date: -

Staffing	QIS	Registered non QIS	Clinical Non registered
Day Total			
Night Total			

BAPM 2011	I/C ()	HD ()	S/C ()	T/C ()
Beds Occupied				
Bed available				

Note: - Beds Flex with HDU/ICU   Total cots =

unable to accept due to:

	Y/N	comments
Staffing (nursing)		
Medical Staffing		
Infra-structure		
Anticipated delivery		
Babies out of Y & H Network – number/where from		
Other		

Patients refused	Gestation	Referral location

Email daily
scn-tr.y_hneocots@nhs.net

Appendix C - Temporary Cot Closure Form

The Yorkshire and Humber
Neonatal
Operational Delivery Network

Temporary Unit Cot Closure – Network Notification Form

>24hrs – affecting capacity

CONTACT DETAILS				
UNIT NAME		DATE/TIME		
NAME OF PERSON COMPLETING THE FORM				
DESIGNATION		CONTACT NO.		

CLOSURE INFORMATION							
DATE OF CLOSURE			TIME OF CLOSURE				
REASON FOR CLOSURE *(please indicate as appropriate below with an "X")*							
NURSE STAFFING		MEDICAL STAFFING		INFECTION		ENVIRONMENT		EQUIPMENT	
CAPACITY		FIRE		FLOOD		OTHER		*If other please give brief description below*

ADDITIONAL INFORMATION			
NUMBER OF COTS CLOSED		NUMBER OF COTS AVAILABLE	
ARE THE COTS CLOSED PERMANENTLY?			
(Please indicate as appropriate below with an "X")			
YES		IF YES, HOW MANY?		NO		IF NO, ESTIMATED DATE/ TIME OF RE-OPENING		__/__/20__	*Delete as appropriate* AM/PM
HAVE COMMISSIONERS/NHSE BEEN INFORMED?				YES		NO	

Please notify us again when cots are either re-opened or further closures are required

Please email this completed form to scn-tr.y_hneocots@nhs.net